UTAH INSTRUCTIONAL MEDIA CONSORTIUM (UIMC) BYLAWS

ARTICLE I

NAME

The name of this organization shall be Utah Instructional Media Consortium (UIMC).

ARTICLE II

PURPOSE

The purpose of this organization is to support the educational needs of Utah public school students in the teaching and learning process and the Utah State Core Curriculum. UIMC will act as a recommending body to the Utah State Board of Education (USBE) and/or local school districts for previewing, selecting, purchasing, and distributing school instructional media programs.

ARTICLE III

MEMBERSHIP AND ORGANIZATION

Section 1. <u>Membership</u>

Any Utah public school district willing to abide by the bylaws of the organization may become a member. The Electronic High School may become a member.

Section 2. <u>Board of Directors</u>

Voting membership of the Board of Directors shall consist of the directors or designees of the regularly established media depositories acting for their respective district superintendent(s) (17), Electronic High School principal, an urban and a rural superintendent appointed by the Utah Schools Superintendent Association (2) and a charter school representative..

Non-voting members and staff to the Board of Directors shall consist of One representative from Utah Education Network (UEN) appointed by its Director (1), one representative from KUED appointed by the general manager (1), and the Director of Curriculum of Utah State Office of Education (USOE) or designee.

Section 3. Executive Committee

The officers, appointed or elected, shall be the membership of this committee.

ARTICLE IV

OFFICERS OF THE ORGANIZATION

- Section 1. The officers shall include: past chair, chair, chair elect, a representative from UEN, and the USOE Director of Curriculum or designee. The secretary/treasurer duties shall be handled by the USOE staff.
- Section 2. Officers may be reelected to another position. Voting shall be conducted In January's meeting and officers shall assume their duties in the following meeting.
- Section 3. The chair assumes the past chair position. The chair elect shall assume the chair position the following term. Chair elect shall be elected by the membership by the membership for a term of one (1) year.
- Section 4. In case of a vacancy in the position of chair, the chair elect shall assume the chair position. A vacancy occurring in a position other than the chair shall be appointed by the Executive Committee. A vacancy occurring in an appointed office shall be filled on the recommendation from the organization responsible for the appointment.

Section 5. Duties

Past Chair

The past chair shall act as chair of the organization in absence of both the chair and chair elect. Past chair shall function as a facilitator for the organization under the direction of the chair.

Chair

The chair shall perform all duties associated with the office of chair and other duties as assigned by the organization. Specific duties are to preside over general meetings and sign all letters, reports, and other organization documents as required.

Chair Elect

The chair elect shall assist the chair in coordinating the work of the organization. Further, the chair elect shall perform the duties of the chair during any absence or inability to serve, and shall perform such other duties as required by the organization.

Secretary/Treasurer

The secretary/treasurer shall prepare and present the financial report, Record the minutes at each meeting, see that all notices are made available to the members, maintain files of minute, correspondence records, reports and keep lists of addresses, email addresses, and telephone numbers of each member of the organization. The secretary/treasurer shall perform such duties as delegated by the organization.

Section 6. Removal of Officers

Any officer may be removed by a vote of the quorum.

ARTICLE V

COMMITTEES

Section 1. Committees

Executive Committee

The Executive Committee shall be composed of the officers of the organization.

Bylaws Committee

A committee of not less than (3) members or more than (5) members of The organization shall be selected by the Executive Committee to review The organization's bylaws on a yearly basis.

Advisory Committees

Advisory Committees shall be appointed by the Executive Committee as needed. They may consist of other designated members of the USOE staff, university representatives, private school representatives, district administrators, regional center directors, or such other personnel as the Executive Committee may designate.

ARTICLE VI

MEETINGS

Section 1. Meetings for the Board of Directors

- a. The Executive Committee, with input from its membership, shall be responsible for setting the agenda.
- b. Meetings shall be held during the month of January, to select media to be purchased; at a date to be determined for the vendor fair; and at other times as needed.
- c. Notice of the meetings shall be in writing, include an agenda, financial report and minutes. The notice shall be mailed or emailed to all members of the organization no less than two (2) weeks before the scheduled meeting.
- d. Special meetings may be called by the Chair or by majority vote of the members. All members hall be notified, in a timely manner, by telephone if necessary.

ARTICLE VII

QUORUM

A quorum shall consist of two-thirds of the membership of the organization.

ARTICLE VIII

FINANCES

- Section 1. Member districts shall participate in funding through assessments approved by the district superintendents. Districts shall be assessed per student using the previous October enrollment count.
 - a. The UIMC secretary/treasurer shall be authorized by the Executive Committee to be the depositor of the organization's funds within the USOE's financial structure.
 - b. The members of the Board of Directors shall approve all major plans for obtaining and expending funds.
- Section 2. Joint projects between entities shall be funded as approved by a vote of a Quorum. Designee(s) of UIMC shall be involved in all aspects of the Project.
- Section 3. Funds shall be made available for the chair for appropriate out-of-state travel.
- Section 4. UIMC shall expend up to one-half (first-half moneys) of the annual assessment to purchase media with duplication, retention, and digital rights.
- Section 5. UIMC shall utilize remaining money (second-half moneys) to pay for additional acquisition of titles, duplication costs, broadcast rights, and/or other attendant costs for the distribution and utilization of media.
- Section 6. After UIMC expenses, as indicated in Sections 4 and 5, have been met, remaining funds may be expended by districts and/or service centers for materials that supplement and/or augment media resources.

ARTICLE IX

MEDIA SELECTION

- Section 1. Curriculum need shall be determined from a needs assessment.
- Section 2. Previewing shall be an ongoing process.

- a. Previewers shall be professional educators representing all curricular areas and grade levels and selected from member districts.
- b. Preview evaluations shall be on-line using a form available from UIMC.
- Section 3. Selection decisions shall be based on established curriculum need, high evaluation ratings, means of distribution and cost effectiveness.

ARTICLE X

MEDIA PURCHASE

- Section 1. Contracts shall be negotiated with each vendor, including appropriate rights for each title.
- Section 2. Purchasing shall be completed by the end of each fiscal year.

ARTICLE XI

MEDIA DISTRIBUTION

- Section 1. Titles selected for distribution to UIMC depositories shall be made available for approved users.
- Section 2. All programs leased, purchased or produced for broadcast shall be aired by KUED and/or KUEN after the programs are approved by UIMC and USOE.
- Section 3. All programs produced by or on behalf of UIMC and approved by the USOE shall be available, without charge, other than cost of duplication, to other telecommunication entities for use by public education
- Section 4. Titles selected for broadcast by KUED and/or KUEN may be copied off air and retained as agreed by negotiated leases.
- Section 5. Duplication services shall be provided to member districts.
- Section 6. UIMC shall provide annually a title list of rights to all schools.
- Section 7. An on-line catalog of titles purchased shall be maintained that correlates to the Utah State Core Curriculum

ARTICLE XII

KUED AND/OR KUEN SERVICES

- Section 1. Within the limit of available funding, KUED and/or KUEN shall cooperate with the USOE to provide the public schools of Utah with broadcasting, studio production, duplication, and technical facilities.
- Section 2. Broadcast promotion and utilization shall be a shared responsibility among USOE, UIMC, KUED, and KUEN.

ARTICLE XIII

TEACHER TRAINING

Teachers shall be trained in the appropriate use of instructional media. Statewide workshops can be treated as a joint project sponsored by UIMC, USOE, UEN and/or other entities as appropriate.

ARTICLE XIV

ANNUAL REPORT

An annual report shall be submitted to the Utah School's Superintendent Association. This report shall include UIMC's budget, broadcast programs and schedules, and titles made available to UIMC depositories.

ARTICLE XV

PARLIAMENTARY AUTHORITY

<u>Robert's Rules of Order, Revised, 1996,</u> shall be the governing authority for the conduct of all business brought before the organization for approval or disapproval.

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